



Creating a Pathway to Success for Businesses and Communities

Posted: November 17, 2017

BUSINESS DEVELOPMENT GRANTS MANAGER

Part-time

Prospera Business Network is the lead non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their businesses – in turn strengthening our region's economy and communities. Our services are individualized and client-focused, offering entrepreneurs and business owners a comprehensive pathway to success. At Prospera, we provide confidential business counseling, specialized professional trainings, small business loans, business development grants and timely economic research.

Position Summary:

The Business Development Grants Manager, is a new position at Prospera and plays an important role working directly with business clients to plan, develop, write and submit business development grants to state and federal funding agencies. This position will serve as the primary point-of-contact that will be assisting, servicing and managing all facets of the grant management process, and overseeing grant applications and reporting for grant funded business projects. This grant manager liaison role will engage directly with Prospera program staff, company representatives, local officials, and funding agencies to lead program success.

Prospera business clients are a diverse group. Business grant clients can vary from being 1-2 person operations to fast growing tech companies or manufacturers who are expanding. The government grant programs we use most often include State of Montana Big Sky Trust Fund Grants, Growth Through Agriculture, Worker Training Grants / Incumbent Worker Grants, and (U.S. Department of Agriculture) and Rural Business Development Grants.

This position works closely with the Finance and Accounting Manager on all grant management and reporting requirements, and builds client relationships with the Montana Women's Business Center (MWBC) Program Director, and Executive Director to manage the pipeline of business clients that we determine are well aligned with grant funding programs. The Grants Manager will be highly organized and disciplined, and will be able to manage a portfolio of business clients during the grant submission, management and close-out phases of a project meeting all the requirements and deadlines.

Working at Prospera is fun and dynamic because our programs (including business development grants) directly benefit businesses and communities in southwestern Montana and WBC clients throughout the state. Prospera is a growing organization, and this position will have an active role in continuing to increase Prospera's capacity to serve our clients and communities.

Skills and Abilities:

We are seeking a positive, energetic, and highly organized grants administrator to lead our Business Development Grants program who will take over our current business grants portfolio. This position will take over about 10 client company's grants, and work with Prospera staff to grow, expand, and develop a new pipeline of grant clients for business development. Prospera program revenue and grant fees are important, and the Grants Manager will play an important role to oversee and administer this revenue. Our ideal candidate has these important skills and abilities;

1. Highly organized and systematic managing a pipeline of grant submittals and reporting.
2. Motivated to lead and grow the program with minimal supervision.
3. Loves administrative details and creating systems for following numerous grant requirements.
4. Has a background in helping clients with business financials.
5. Ability to professionally represent Prospera, the MWBC and all of our services.
6. Competent and professional managing and securing commitments from business clients, and government agency staff on all phases of grant funded projects.
7. Trusted and competent to follow-through and deliver grant program offerings to diverse clients.

Required Qualifications:

- A four-year college degree in business, education, communications, marketing, non-profit management or other related field is preferred.
- Three years of direct work experience in grants management and/or a high-level executive administration experience is ideal. Experience with government grant programs is a plus.
- Background and understanding in accounting and bookkeeping a plus.

Client Relationships and Communications

- Work with Prospera staff and business clients to determine the grant program and readiness of specific company's proposal. Manage Prospera membership grant application requirement.
- Work with current grant clients to follow all of the grant program and contract requirements, and ensure timely and accurate reporting to government agencies.
- Ensure local government partners have the records, and all the information they need to comply with grant requirements.
- Maintain and develop positive communications among all parties in the grant management process and ensure that all contract commitments, reporting and financial reports are created.
- Be the single-point of contact for all grant communications for company's and funding agencies.

Grant Submittal and Management

- Manage and organize all grant documents for applicant/grantee communications.
- Help improve and streamline grant-making processes, including receiving and processing requests, and tracking grant commitments.
- Coordinate with program staff and perform research on all programs and evaluate all budgets for grant proposals.
- Prepare and maintain "document retention" recordkeeping and prepare files for all grant activities.

- Evaluate all grant proposals and administer all terms and conditions and ensure compliance to all applicable standards.
- Coordinate collections of grant administration fees and prepare appropriate invoices and collect balances from grant agencies.
- Maintain project records and prepare all modifications to resolve various application issues for grant funds.
- Prepare grant contracts and commitment documents needed for all funders, governments, and companies to ensure compliance with all grants requirements.
- Collaborate with the Accounting and Finance Manager to document and record financial records in adherence to all federal and state rules.
- Monitor and track our grant clients in the Neoserra client database and ensure grant awards and client communications are recorded.
- Improve the grant management operational systems, processes and policies to improve the ease and efficiencies of management reporting, information flow, grant process and organizational planning.
- Plan for the long-term success of the grant program and take the initiative to prepare for expanding the program.

Work Conditions:

This position will be based at the Prospera office, with some flexibility to achieve work related goals, outside the office.

Compensation:

This is a part-time position, but could grow depending on the success of the position and work flow. We anticipate 10-20 hours per week which is likely to vary during a given month, depending on work commitments and grant deadlines. Starting pay is \$20 to \$22/hour, DOE. Simple IRA eligibility with a 3% match.

To Apply:

Apply by sending a cover letter detailing your experience, resume, and three professional references. Your cover letter will be considered a writing sample in addition to serving as a personal introduction.

E-mail complete applications with “*Business Development Grants Manager*” in the subject line to; cpowell@prosperabusinessnetwork.org.

Initial application reviews will begin, Monday, December 4, 2017. Applications will be accepted past this date as the position is open until filled.